

SAFETY PROCEDURE

HEALTH AND SAFETY MANAGEMENT PROCEDURE FOR COMMUNICATION AND CONSULTATION

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1. APPROVAL

Document Control

Document:	HS-MP-8 – Communication and Consultation		
Version:	1.0		
Released:	Insert Date		
Review Date:	+ 1 year		
Prepared By:	Insert Person	Position:	Insert Position
Reviewed By:	Insert Person	Position:	Insert Position
Approved By:	Insert Person	Position:	Insert Position

This procedure is reviewed to ensure its continuing relevance to the business and that it describes a process that it describes. A record of contextual additions or omissions is given below.

Amendment Record

Version	Date	Context	Summary of Amendments
1.0	Insert Date	To enable appropriate communication and consultation methods	Original

The latest revision of this procedure is on Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.

Document Title:	Communication and Consultation	Rev:	1.0
Uncontrolled Copy:	<input checked="" type="checkbox"/>	Controlled Copy:	<input checked="" type="checkbox"/> Date: Insert Date

2. PURPOSE

The purpose of this procedure is to ensure that appropriate communication and consultation with **Insert Your Company** personnel in relation to health, safety environmental and quality matters is undertaken and maintained, including meetings, notice boards and communication to those who may be absent from the workplace.

3. SCOPE

This procedure applies to the development and implementation of processes for communication and consultation with all personnel and their representatives in relation to health, safety environmental and quality matters.

4. TERMS AND DEFINITIONS

Term	Definition
Communication	Means the exchange of information, thoughts, messages, statements or announcements.
Consultation	Means the fostering, creation and development of partnership between government, employers and workers to ensure workplace health and safety.
Feedback	Is the opportunity for suggestions concerning existing policies and procedures from personnel. It could also mean responding to questions from personnel about whether the suggestions are accepted or not.
Originator	Is the work group who develops or makes changes to policies and procedures.
Stakeholder	A person or group of people that has an interest in or is impacted by Insert Your Company policies or activities. Stakeholders may participate in and contribute to the decision-making process. Stakeholder may be used interchangeably with 'interested party'.
Workgroup	A group of workers who share similar work conditions (e.g. all personnel on night shift; all personnel who work in the operational area. A work group will be determined by negotiation with the workers who will form the work group and management.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for: